

Project Grant

Purpose

Project Grants assist South Dakota nonprofit organizations in presenting an activity in any arts discipline(s) that serves the general public and meets specific needs of the applicant organization.

The funding category is designed to:

- Enable nonprofit organizations to reach the public more effectively through special arts projects.
- Recognize and assist artistic endeavors of excellence that contribute to quality of life in the applicant's community or region.
- Accommodate projects with creative/innovative potential.

Eligible

Nonprofit organizations that (1) are seeking funds for a single arts activity and (2) are designated as federally tax-exempt under the IRS Section 501(c)(3), units of government, or nonprofit educational institutions may apply for a Project Grant.

Nonprofit organizations without 501(c)(3) status may apply under the auspices of a qualifying organization which then becomes responsible for all fiscal and contractual arrangements.

Organizations that for logical reasons share a 501(c)(3) tax ID number with another organization are eligible to apply for project grants provided they meet the criteria outlined under "Scope of Funding" found on page 3 of this *Guide To Grants*.

Organizations failing to meet eligibility guidelines for Small Organization Season Support grants should apply for a Project Grant, even if they are seeking funds for more than one activity.

Ineligible

Organizations may apply for only one Project Grant per granting cycle.

Recipients of Arts Challenge Grants, Importation of Musicians Grants, Small Organization Season Support Grants and Statewide Services Grants are not eligible to apply for Project Grants.

Arts Festivals and Pow Wows

The South Dakota Arts Council is supportive of local arts festivals and pow wows. Nonprofit organizations that do not apply for an Arts Challenge Grant or a Small Organization Season Support Project Grant may apply for a Project Grant to initiate an arts festival. Funding is usually limited to \$500 a year for a maximum of three years.

Deadline

All changes must be postmarked by March 1. Late applications will not be accepted. Remember that many post offices will not postmark after 5 p.m. Contact your postmaster if you have questions. Applications may also be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by FAX machine will not be accepted. Grant awards will be announced in May for the fiscal year that begins the following July 1.

Grant Amount

No more than 50% of the total project costs may be requested from the Arts Council. Grants must be matched at least dollar for dollar. A strong cash commitment by the applicant is encouraged. In many cases, SDAC will only be able to provide a grant of no more than one-half the artist's fees and travel associated with the proposed activity. Funds may be requested as needed throughout the fiscal year. The final payment (10% of grant) will be made upon receipt of the evaluation.

The range of South Dakota Arts Council Project Grants is generally \$500 to \$5,000. Please be realistic in the amount requested when preparing an application.

Criteria for Awarding Grants

Applications are reviewed by arts discipline panels and SDAC with consideration given to:

- Complete description of the project.
- How the project will make a positive contribution to the arts and/or quality of life in the community or region.

- Quality within the art form(s) as determined from artistic documentation.
- Realistic budget showing cash support from other public and private sources.
- Organizational and fiscal management: indication of the applicant's ability to manage and complete the proposed activity.

Bonus points will be given to applications that reveal:

- Especially innovative or creative projects.
- Involvement of disabled, minority, geographically isolated or new constituencies as specifically addressed in the narrative.
- Inclusion or development of advocacy, visibility, or public awareness of the arts as specifically addressed in the narrative.

Application Procedure

Applicants must submit one copy of the following:

1. **Page 1 of the Project Grant Application.**
 - Before completing this page, read the Glossary on pages 12-13 and Grant Application Codes on pages 14-17.
 - A summary of the proposed project must be supplied in the space provided. (Hint: Write the application narrative first; then summarize the ideas outlined in the narrative in the space provided. Use no more than the allotted space.)
 - Sign and date the application at the bottom of the page.
2. **Project Grant Budget Page** (Page 2 of the application). Include income and expenses specific to this project only. Do NOT include your organization's entire budget.
3. **Application narrative** of no more than 3 single-side pages. Using the *Criteria for Awarding Grants* as a guide, address the following:
 - Complete description of the project. Remember that you are writing this description for someone who knows nothing about your organization or the project you are proposing. You need to make the reader as knowledgeable about the project as you are; therefore,
 - Clearly and explicitly explain the project in detail.
 - Discuss what the project is expected to achieve, why and to whom it is important.
 - Make clear how the project will positively impact the arts and/or the quality of life in the community or region.
 - If applicable, identify any disabled, minority, geographically isolated or new constituencies that will benefit from this project.
 - If applicable, explain how this project addresses advocacy, visibility, or public awareness of the arts.
 - Breakdown of anticipated expenses and income. Explain any items from the budget page that may be unclear from reading only the budget itself. For example, if the budget includes \$450 for travel, explain how the \$450 will be used and how you arrived at that amount. Do that, whenever necessary, for each budget line.
4. **Biographies or resumes** not to exceed five single-side pages for each artist significantly involved with the project and/or any other persons who will be paid from Project Grant funds.
5. **Supporting print materials:** optional. Up to five single-side pages of print materials including, but not limited to, newspaper articles and reviews, letters of support, or past program brochures. Use only 8-1/2" x 11" standard-size paper. Legal size paper will not be accepted.
6. **Artistic Documentation Form** (Page 3 of the application). This form should be included only if actual artistic documentation is submitted as part of the application. The list must correspond with the artistic documentation submitted.
7. Actual **Artistic Documentation** (if necessary), as outlined on pages 8-11, for all artists identified with the project.
8. **Self-addressed stamped mailer** for return of artistic documentation. Materials will not be returned unless mailer is included with the application. Printed support materials will not be returned unless specifically requested.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the Project Grant activity. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the project, number of events scheduled, actual number of individuals benefiting, and financial reports.

Subsequent grants are dependent upon receipt of completed evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Project Grant Application

Read pages 135-136 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Organization (Please type or print) _____ TIN Number _____

Address _____ City/State/Zip Code _____

Telephone _____ E-mail Address _____ Website _____

Contact Person _____ Daytime Phone _____ Evening or Message Phone _____

Address _____ City/State/Zip Code _____ E-mail Address _____

Project Title _____

Grant Application Codes (see Pages 14-17):

Applicant Status _____
Applicant Institution _____
Applicant Discipline _____
Project Discipline _____
Type of Activity _____
Arts Education _____
Project Descriptors _____
Project Race _____
Grantee Race _____

Project Period: _____ Grant Amount requested: _____
Start Date _____
End Date _____ Total Budget: _____
Date(s) of Project Event(s) _____

Number of Individuals to Benefit: _____
Number of Children and Youth to Benefit: _____
Number of Artists Participating: _____

Summary of proposed project:

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official: _____ Signature & Title _____ Date _____

Address _____ City/Town _____ Zip _____ Telephone _____

BUDGET INFORMATION

Applicant Organization _____

Project Title _____

Round all amounts to the nearest dollar. (Additional budget information may be submitted on an additional sheet of paper.)

| EXPENSES | Cash Expenses | In-Kind Contributions |
|--|---------------|-----------------------|
| A. Personnel Administrative (Number of Positions ____) | | |
| Artistic (Number of Positions ____) | | |
| Outside Artistic Fees and Services | | |
| Other Outside Fees and Services | | |
| B. Space Rental | | |
| C. Travel (Mileage, Lodging, Meals) | | |
| D. Marketing | | |
| E. Remaining Operating Expenses _____ _____ _____ | | |
| F. Total Cash Expenses (A through E) | | |
| G. Total In-Kind Contributions (A through E) | | |
| H. Total Expenses (Total of F and G) | | |

| INCOME | Income |
|--|--------|
| I. Admissions | |
| J. Contracted Services Revenue | |
| K. Other Revenue (Please specify) _____ _____ _____ | |
| L. Cash Support Corporate _____ Foundation _____ Other Private _____ | |
| M. Government Support City/County _____ Regional/State _____ Federal _____ Other SDAC Grant(s) _____ | |
| N. Applicant Cash (See page 12) | |
| O. Total Applicant Cash Income (I through N) | |
| P. Grant Amount Requested from SDAC (No more than 50% of Total Cash Expenses from F above) | |
| Q. Total Cash Income (O and P) | |
| R. Total In-Kind Contributions (Same as G above) | |
| S. Total All Income (Total of Q and R should equal H above) | |

ARTISTIC DOCUMENTATION FORM

Support Materials: Artistic documentation of the artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

| Number | Title | Size* | Medium | Date of Completion |
|--------|-------|-------|--------|--------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ | _____ |

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

| Title of Recording | Type (audio, video, CD, DVD) | Discipline | Date Recorded |
|--------------------|------------------------------|------------|---------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

| Title of Work | Genre | Date Completed | Date Published (if applicable) |
|---------------|-------|----------------|--------------------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

PROJECT GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

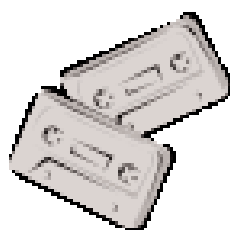
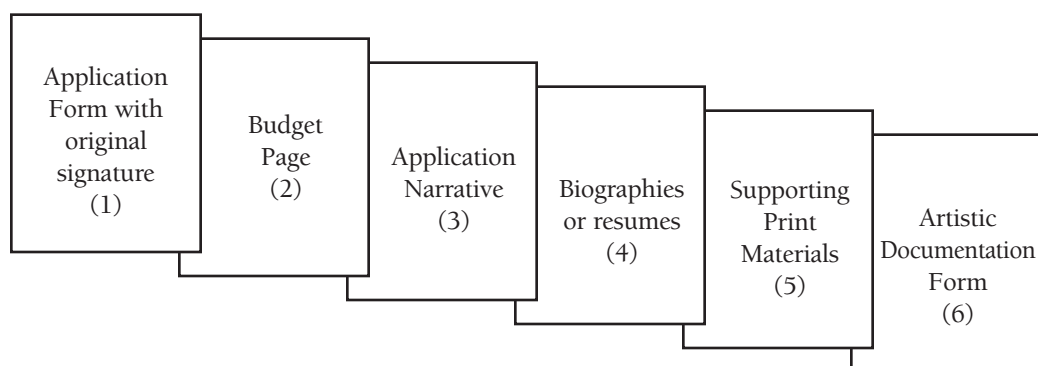
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

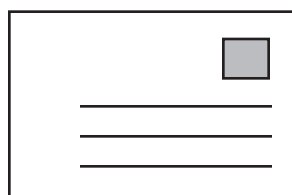
Checklist of Materials

- ☐ 1. Application Form (page 137)
- ☐ 2. Budget Page (page 139)
- ☐ 3. Application Narrative
- ☐ 4. Biographies or resumes
- ☐ 5. Supporting Print Materials (i.e. printed reviews, programs, etc.)
- ☐ 6. Artistic Documentation Form (page 141) (if applicable)
- ☐ 7. Actual Artistic Documentation (if applicable)
- ☐ 8. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Artistic Documentation
(7)



SAS mailer for
documentation return
(8)

Grant Application Codes

The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.

Applicant Status

| | |
|-----------------------------|---------------------------|
| Individual [01] | Government-Regional [06] |
| Organization-Nonprofit [02] | Government-County [07] |
| Organization-Profit [03] | Government-Municipal [08] |
| Government-Federal [04] | Government-Tribal [09] |
| Government-State [05] | None of the Above [99] |

Applicant Institution

Performing Groups

- Performing Group [03]
- Performing Group –
College/University [04]
- Performing Group – Community [05]
- Performing Group – Youth [06]

Venues/Presenters

- Cultural Series Organization [47]
- Performance Facility [07]
- Art Museum [08]
- Other Museum [09]
- Fair/Festival [14]
- Gallery/Exhibit Space [10]
- Arts Center [15]
- Cinema [11]

Councils/Service Groups

- Arts Council/Agency [16]
- Historical Society [28]
- Humanities Council [29]
- Arts Service Organization [17]
- Union/Professional Association [18]

Media

- Independent Press [12]
- Literary Magazine [13]
- Media – Periodical [42]
- Media – Daily Newspaper [43]
- Media – Weekly Newspaper [44]
- Media – Radio [45]
- Media – TV [46]

Education Institutions

- School of the Arts [48]
- Arts Camp/Institute [49]
- School District [19]
- Parent-Teacher Organization [20]
- Elementary School [21]
- Middle School [22]
- Secondary School [23]
- Vocational/Technical School [24]
- College/University [26]
- Other School [25]

Community/State Organizations

- Library [27]
- Parks and Recreations [37]
- Social Service Organization [50]
- Community Service Organization [32]
- Religious Organization [35]
- Child Care Provider [51]
- Seniors' Center [36]
- Correctional Institution [33]
- Health Care Facility [34]
- Foundation [30]
- Corporation [31]

Individuals

- Individual Artist [01]
- Individual Non-Artist [02]

Government

- Government – Executive [38]
- Government – Judicial [39]
- Government – Legislative/House [40]
- Government – Legislative/Senate [41]

Other

- None of the above [99]

**Applicant Discipline
Project Discipline**

Crafts [07]

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed Media

Dance [01]

- A Ballet
- B Ethnic/Jazz
- C Modern

Design Arts [06]

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

Folklife/Traditional Arts [12]

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/traditional storytelling)

Humanities [13]

Interdisciplinary [11]

Literature [10]

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

Media Arts [09]

- A Film
- B Audio
- C Video
- D Technology/Experimental

Multidisciplinary [14]

Music [02]

- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular
- H Solo/Recital
- I Orchestral

Opera/Musical Theater [03]

- A Opera
- B Musical Theater

Photography [08]

Theater [04]

- A General
- B Mime
- C Puppet
- D Theater for Young Audiences

Visual Arts [05]

- A Experimental
- B Graphics
- C Painting
- D Sculpture

Non-Arts/Non-Humanities [15]

Type of Activity

Presentation

- Concert/Performance/Reading [05]
- Exhibition [06]
- Fair/Festival [08]

Production

- Award/Fellowship [03]
- Artwork Creation [04]

Organizational Support

- Operating Support [11]
- Organization Establishment [10]
- Professional Support –
 - Administrative [14]
- Professional Support – Artistic [15]
- Stabilization/Endowment/
 - Challenge [32]

Teaching/Learning

- Apprenticeship [25]
- School Residency [20]
- Other Residency [21]
- Arts Instruction [12]
- Curriculum Development/
 - Implementation [31]
- Student Assessment [30]
- Seminar/Conference [22]
- Technical Assistance [34]
- Professional Development/
 - Training [29]

Distribution

- Distribution of Art [24]
- Publication [17]
- Web Site/Internet Development [35]
- Broadcasting [36]

Other

- Regranting [26]
- Audience Services [02]
- Research/Planning [19]
- Marketing [13]
- Building Public Awareness [33]
- Identification/Documentation [09]
- Recording/Filming/Taping [16]
- Repair/Restoration/Conservation [18]
- Equipment Acquisition [23]
- Translation [27]
- Writing About Art [28]

None of the above [99]

Arts Education

99 None of this project involves arts education

01 50% or more of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

02 Less than 50% of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

Project Descriptors

Indicate, if any, the descriptors that comprise a significant portion (50 percent or more) of the grant's resources/activities. Indicate all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, leave the field blank.

- Accessibility [A]
- International [I]
- Presenting/Touring [P]
- Technology [T]
- Youth at Risk [Y]

Grantee Race**For INDIVIDUALS only**
(Indicate all that apply)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]

For ORGANIZATIONS only
(Select only one. **Choose 99 unless 50% or more of your group's board or membership can be described by one of the group designations below.**)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Project Race

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Artist Documentation

Artist & Organization Guidelines

Artists and the organizations that involve artists in their applications must submit artistic documentation. Follow these guidelines and remember to include an appropriately sized, self-addressed mailer with correct postage for return of documentation.

General Information

Artistic documentation submitted for review is an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths.

- Submit samples of your most recent work that are consistent with and useful in accomplishing your application proposal. Panelists will look for connections between your work samples and your artistic direction.
- A self-addressed, stamped mailer must be submitted if you would like your artistic documentation returned. If you wish to pick up these supporting materials at the State Arts Council office, you must do so within 30 days after the grant announcements.
- If you have any questions about the acceptability of support materials, call the Council office.

Dance

Dance includes choreography and performances in ballet, modern, jazz, tap and traditional dance.

Applicants must submit a VHS video cassette or DVD, 10-15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Review panels will view the submission from the beginning of the tape; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Design Arts

Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation and community planning.

Applicants may submit either slides or jpeg digital images on a CD. DO NOT submit a combination of slides and digital images. Follow the labeling procedures listed under the Visual Arts documentation section on page 10. Documentation may consist of drawings or proposals not yet realized as well as work that has been produced. Provide information describing the project(s) and the applicant's artistic role.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Traditional Arts

Traditional arts are artistic practices which have emerged and are shared within various groups or communities: ethnic, occupational, religious, family and regional. Expressing aesthetics of a group or community, traditional arts include language, literature, visual art, crafts, architecture, music, pageantry, dance, drama and ritual. Traditional arts are mainly learned orally, by imitation, or in performance, and are generally maintained without formal instruction or outside institutional direction. Traditional arts are perpetuated informally within the community or group.

Applicants should refer to requirements in dance, music, visual arts, or other disciplines as appropriate for applicable documentation of a particular traditional art.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Literature

Literature includes poetry, fiction and creative non-fiction, plays and screenplays.

Submit all material on 8 1/2" x 11" paper. Number the pages of your work samples in the upper right-hand corner and paper clip each copy. Use a readable, 10 point or larger font for all submissions. Prose selections must be double spaced.

Applicants must submit clearly reproduced and properly collated manuscript material. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable.

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page.

Poetry

Submit one copy of representative poems, or one narrative poem (or section of narrative poem) not to exceed 15 pages.

Prose

Submit one copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Up to five pages of additional supporting documentation including but not limited to CD, audio cassette, printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Media Arts

Media Arts include film, video and audio, but not photography, holography or digital art, which are referred to the Visual Arts Panel.

Applicants may submit no more than two works on videotape (VHS only), CD, DVD, or audio cassette. An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work. Please indicate if a video has sound.

Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

Performance

Submit a 10-15 minute sample of your work or performance on a videotape (VHS only), CD, DVD or audio cassette. Clearly label the submission with the name of performers, instruments (voice or otherwise) name of works and composers,

duration of the piece and date of taping and/or composition. **If you submit a CD or DVD, be sure to indicate the track that is to be played. VHS and cassette tapes should include only the sample video or audio clip.** Call the SDAC office if you have questions about your performance sample.

Composition

In addition to an audio or video tape (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated, and include date of composition. When possible, provide scores to accompany submitted audio or video samples. For electronic compositions for which there is no score, send a description of the equipment and techniques used.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Theater

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater and theater for young audiences.

Applicants must submit a VHS video tape or DVD, 10-15 minutes in length, clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Visual Arts

Visual Arts include drawing, painting, printmaking, sculpture, photography and holography, digital art, crafts, and mixed media. Applicants may submit 10 JPG digital images (preferred) or 10 slides in a 9"x12" plastic sheet with each slide in its own pocket.

Digital images must be:

1. a JPG file.
2. 150 ppi or 300 ppi, (5" X 7").
3. formatted to open in the correct orientation (vertical or horizontal and right side up).
4. saved at the highest quality available on your software on a PC formatted CD.
5. saved and numbered in the viewing order you intend. (If you have detail images, keep them in sequence with the image of the complete work.)
6. labeled with applicant's lastname, firstname, and the image number; e.g. DoeJane1.jpg, DoeJane2.jpg etc. (Numbers on the application's Artistic Documentation Form should coincide with the image numbers.)
7. If possible, preview your images on a different computer once they are saved to the CD to make sure the images open and appear as you intend. Images that do not open or are improperly formatted will not be viewed.

Slides should be:

1. numbered and labeled on the front of each slide in the order you intend them to be viewed. (If you have detail images, keep them in sequence with the image of the complete work.)
2. labeled with applicant's name, the title of the work, and the viewing order number and marked to indicate the top of the slide. (See diagram on next page.)
3. listed on the application's Artistic Documentation Form (grant page 3). (Numbers on the Documentation Form page should coincide with the slide numbers.)
4. Submit both the slides and the Artistic Documentation Form page with the application.

Identify the images or the slides on the application Artistic Documentation Form page with the number, title, medium, size or scale, and date of completion for each corresponding image or slide. Proper labeling ensures that your artistic documentation will be properly viewed.

NOTE: Your slides should be of the highest quality possible. Professional photographs of your work are highly recommended. Experience indicates that it may not be to your advantage to submit slides portraying a wide diversity of styles. Be sure your slides are properly labeled and legible.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Follow the diagram below to label slides.

